



ARIZONA POPULATION STATISTICS POLICIES

CHAPTER		POLICY NUMBER	
045Z AZ Population Statistics		045Z 05-07-1	
ARTICLE		05 Estimates Procedures	
SUBJECT		REVISION	EFFECTIVE DATE
07 Red Flag Policy		1	10-03-05

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PURPOSE	045Z 05-07-1.A
AUTHORITY	045Z 05-07-1.B
RED FLAG POLICY	045Z 05-07-1.C



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A. PURPOSE

To provide documentation which describes action triggers which prompt further DES action.

B. AUTHORITY

A.R.S § 41-1954 A14, A15

C. RED FLAG POLICY

1. Prepare a set of instructions to ensure the jurisdiction contact (selected by the City manager) is well aware as to what is expected of him/her and what he/she needs to do to complete each specific mailing when requested.
2. In the case of Group Quarters and Annexations, contacts will be required to provide a certification letter from the highest management official/City Manager for annexations whenever there is a change in the Group Quarters population or a new institution comes on line after July 1st of the previous year and with Annexations a letter explaining how the units annexed were calculated. The Group Quarters certification letter(s) from the institution(s) should include the population as of the date of the request, institution contact name and telephone number, institution name, address and type, number of beds, and for new institutions the date it came on line.
3. In case a letter(s) cannot be produced (too many small institutions), DES reserves the right to audit any or all of the data based on a percentage growth from previous years.
4. If all letters cannot be produced or DES suspects that an anomaly exists in the reported numbers, a telephone call will be placed to the contact to ensure the data provided are correct. If the data are deemed in error corrections may be accepted. However, whether correct or corrected, a letter will be required from the city manager or highest elected official verifying the accuracy of the final data.
5. If the stated changes are still suspect to the Estimates Demographer, the Population Statistics manager will be made aware of situation to determine if further action is necessary.
6. If the Population Statistics manager feels that the numbers are suspect even in light of a letter of verification from the city manager or highest elected official, the process will be elevated to the Research Administration Administrator for review / action determination.
7. The City Manager is made aware of his/her jurisdiction inputs to be used in the Housing Unit Method for their place population estimates. It is a time to make sure all the inputs are correct.